



Wymondham Archers

Minutes of Committee Meeting

10 April 2017 at 7.00pm

Present: Pete Hill (Chair); Sarah-Ruth Hubbard (Secretary); Daron March (Treasurer); Geoff Watts; David Morley; Fay Lawson; David Sherwood; Gillian Harris; Damien Lewington; Sally Woollorton; Daina Flower; Fran Richer

In attendance: Mary Lawson (Minutes); Duncan Kerridge; Adrian Richer

1. Apologies for Absence

There were no apologies for absence

2. Approval of Previous Meeting Minutes

The minutes of the meetings which took place on 27 February 2017 and 13 March 2017 were approved and signed by the Chair as a true and accurate record.

3. Matters Arising

- Minute taker – Sarah proposed that an official minute taker be appointed and that this should be Mary Lawson. Mary would be an ex-officio member of the committee with no voting rights. This was seconded by Pete and agreed by all.

4. Secretary's Report

- Membership Renewal – these are coming in with 45 members renewed and one new member. This is quite healthy at this stage, membership does fluctuate but 46 is good. Personal details of members have also been updated.
- Range Assessment Procedures – Information is available from Archery GB as to how this is to be done. The Club required a more comprehensive risk assessment which is now completed. A noticeboard to advertise Club activities was also required and is now in place. Sarah will now confirm to Archery GB that all is in place regarding Range Assessment Procedures. She commented that a separate folder has been made up containing Archery GB policies, accident report forms etc and would be kept in the container.

Action: Sarah to confirm to Archery GB Range Assessment Procedures are in place

Sarah to update Registration folder to reflect that it includes the accident book

- Field Captains – Nick Hunt from Wymondham High wishes to see what Field Captains do. Sarah stated that all committee members should be Field Captains but she felt that committee members should put their names forward if they wished to do so. She gave out a document for approval and to decide whether Field Captains sign to take on this responsibility. She would send the document out by email and asked that responses should be sent as soon as possible.

Action: Committee members to review the Field Captain document and contact Sarah as soon as possible with response

- Archery GB Big Weekend “Have a Go” three-day weekend – Sarah had not spoken with Nick Hunt but the grounds at the High School may well be occupied for the official weekend and so these dates may have to be changed for the Club. Sarah will inform all when she knows.

A request was made that Field Captains should be announced at each session. Sarah replied that this will be on the notice board but all agreed that it should be announced. Pete reminded members that whistle commands can also be used and that there may also be more than one Field Captain depending on the way the field is laid out.

A further query was raised regarding First Aid. Pete responded that some people are qualified through their work but he was looking into training some members. AED training is needed to be included. Pete proposed that at least two members be trained and that Club members be asked if they would like to volunteer. It could not be guaranteed that a first aider would be present at every shoot but the Club would do as much as possible to mitigate this.

5. Treasurer’s report

Pete distributed a document showing the finances of the club for last year and the first two months of this year. The front cover of the document contained a linear trend line which showed that the Club is not in the same place as last year. It is reasonably healthy but there is a need to watch spending.

Pete announced that all the hall hire fees would be going up by 100% this year. The Club had started on a very low baseline, for which they were grateful, but it would cost about £1500 more than last year. With regard to Catering, it was noted that the costs in the accounts did not reflect the true cost, which was lower by approx. £400. However, there were now less costly items on the table. The cost of courses had also been a large expenditure but there is an expectation that these coaches will make an investment in the Club.

In the two months of this year, there had been an outlay for shirts but these will be sold so this money should be recouped. Hall fees are showing low at this point also but as explained this will go up.

Daron commented that a lot of money was going on badges and should the cost to the members be changed. Pete replied that 252 and Portsmouth badges have been a great encouragement to members and this should be reviewed at some point as there is a small loss. It was agreed to look at this at the next committee but in the mean time it was proposed by Gillian, and seconded by Sarah that the 252 badges should be £2 to take immediate effect. This was agreed by all.

There was a further query about a spike in income in August but it was explained that this occurred as Archery GB fees come in around that time.

Pete stated that as discussed previously the Club was looking to set up a second bank account to facilitate on-line payments. Daron would chase this up. It was noted that this would be a single signature account but would contain only small amounts of money.

Action: Daron to chase up second bank account

A further query was raised about personal name badges. Sarah replied that these are being obtained for every member to encourage getting to know each other.

Pete commented that Hingham has an agreement that if they shoot at Wymondham Archers they do so for our fee and any member from our Club going to Hingham does the same. He would communicate this to club members as Hingham does meet on different nights with different activities to our Club

Action: Pete to let members know about the reciprocal arrangements with Hingham

6. Competitions Officer

Sarah stated that the "On Target" competition draw has been done and the Club has a bye for the first round. This is an inter-club shoot which starts locally. Stage 2 needs to be completed by the end of May and the Club is against Eagle Bowman of Bedford. Sarah will sort out a date which will be at home.

Action: Sarah to sort out date with Eagle Bowman for "On Target" competition

7. Equipment Officer

Geoff stated that there is a need to do some work on the bosses. He is considering using thinner ones for 20yds outside. The expected annual cost of equipment is not yet known.

8. Records Officer

Dave is updating the Wymondham Archers website each month. He is obtaining the scores from Sarah and putting them in the system. Archers' handicaps are there too.

9. Safeguarding Office

Damien stated that he had updated the website with the Archery GB safeguarding policy, together with a form, should there be any safeguarding concerns. Posters had also been made. He thanked Sarah for all her help with this.

10. Website and Social Media Officer

Gillian reported that Twitter and Facebook were now co-joined. The website had gone down for four days but this had now been resolved. However, the website does need to be encrypted as it is insecure at present. Dan has offered his server but it will need Neil Lawson's help to transfer the domain. It is urgent that this be remedied. Once done the website can have a general overall/update.

Action: Gillian to get in touch with Neil Lawson with Dan to resolve the encryption issue

11. Coaching Officer

Fay wished to put forward a questionnaire regarding coaches for approval. This was welcomed and it was agreed that this should go forward. Sarah will email it out to members.

Action: Fay to provide, and Sarah to email, questionnaire regarding coaches to members

It was agreed that there is a need to make it known that coaches are not able to approach members directly, any contact must come from the member.

Fay also wished to propose that coaches should have the word "Coach" on the back of their Club shirt at a cost of £2.75 each and either their full name (at £2 each) or their initials (£1.75 each) on the front. If a coach was then wearing their shirt they would be indicating that they were at the Club in their coaching capacity and could

be approached. If, however, the Coach wished not to be coaching they would not wear the shirt. Francesca proposed that the Club pay for "Coach" and "Name". Damian seconded and all agreed. The name of any Coach "on duty" would be put on the noticeboard too.

12. Catering Officer

Sally asked that if there were any suggestions for items to be brought please let her know. She also asked whether everyone felt happy with the coffee currently supplied. It was agreed that there was no need to buy cheaper coffee.

13. Chair

Pete summarised some activities as follows:

- Damien would be completing an Archery GB NSPCC Safeguarding course
- Records of the Club are beginning to be put in order and Sarah has been working hard on this. Pete handed Sarah an archive file which will need to be kept for seven years.
- It is intended that members will be able to go to the members' area of the website and look at all the paperwork, minutes etc of the club.
- Treasurer training will take place on Wednesday when Pete will hand over the spreadsheet etc.
- The Club needs to look at Equipment Insurance. This would be investigated but Pete's view was that the Club should use the insurers that Archery GB recommends and the Committee gave permission for the insurance to be purchased as soon as possible.

Action: Daron to get equipment insurance quote

- Pete commented that it was important that Committee members should ask for help if anyone felt that there was too much pressure. It was important to be able to rely on others.
- He asked that members look at the kit and if there was any deterioration that this be brought to the attention of the Equipment Officer.
- All are enjoying four days' shooting. The Club is in good order and working well. The Committee is a new team but if all pull together this will continue.

Francesca raised the issue of putting equipment in and out. This was voluntary at present but often left to a few. Pete commented that this was the way of a Club unfortunately and that there was a need to accept that some will just want to shoot. However, gentle encouragement to help does often work!

14.



15. Beginners' Course

Pete stated that Archery GB encourages all clubs to run beginners' courses. Club fees have doubled and there are other ways to generate income but some members bring their families and this makes it an expensive outlay. Courses are good for members own archery development and Wymondham Archers are recognized in the County as having good coaches.

It was asked if other Clubs run beginners' courses what percentage stay. Gillian replied that if Norfolk Bowman run their own course, around 60% of archers who finish the course stay up for a year. Some clubs give a discount for the first year but their courses are more expensive. About 30% stay for two years or more.

A further query was raised regarding insurance. Pete replied that as long as coaches are not being paid then this is covered by the Archery GB insurance. There would be a 1-12 ratio for a coach but other helpers would be encouraged.

Pete stated that he would discuss this with Andy but the Club could not be seen as a funnel organisation pushing archers to one particular coach. It would be much appreciated if Andy pointed archers to the Club but the Club needs to be independent. He also felt that any overspill for a course or Intermediates could be recommended to get in touch with Andy.

Pete proposed that Wymondham Archers run at least one beginners' course before the end of September. This was seconded by Gillian.

At this point, there was a personal statement from Andy Beer read to members but this, nor any discussion of it, has been minuted.

A vote was taken on the proposal to run beginners' courses. 10 members voted for, 2 against and there was 1 abstention. The proposal was carried.

Fay gave out an outline of how the beginners' course would work. The course would be for 6 weeks with a max number of 15 participants. There would be a lower age limit of about 13 years old but this was dependent on the height and age of the child as there were no small bows at present.

Gillian commented that it would be good if Week 6 could cover all bow styles. Fay stated that this certainly would be accommodated and she would hope that club members would be very much involved. She would also look to see whether this might be incorporated into Week 5.

Fay would put together a more detailed week by week coaching plan and send it out to the committee. Once this had been done, a start date could be agreed and advertising begin.

Action: Fay to send more detailed coaching plan to the committee

Pete stated that he appreciated everyone's participation in this matter which had been very stressful.

16. Any Other Business

- Shooting fees – these may have to go up to cover hall fees but this would need very careful consideration as although it would help it must be borne in mind the impact that this would have on families.
- For Sale/Wanted board – this was felt a good idea but it must wait until the website is secure
- Damien raised the issue of juniors needing to be accompanied and wondered if we lose some because parents/carers do not wish to stay. It was agreed that a responsible person could be nominated in loco parentis but there is no-one at present doing this. It was agreed to defer discussion to another meeting.

17. Date of next meeting

The next meeting will take place on **15 May 6.45pm for 7.00pm start.**

Meeting closed at 8.45pm

This is a true record of proceedings.

Signed.....

Name**Sarah Ruth Hubbard & Pete Hill**..... Date ..**4th August 2020**....

ACTION POINTS

Action	Completed
Sarah to confirm to Archery GB Range Assessment Procedures are in place	
Committee members to review the Field Captain document and contact Sarah as soon as possible with response	
Daron to chase up second bank account	
Pete to let members know about the reciprocal arrangements with Hingham	
Sarah to sort out date with Eagle Bowman for "On Target" competition	
Gillian to get in touch with Neil Lawson with Dan to resolve the encryption issue	
Fay to provide, and Sarah to email, questionnaire regarding coaches to members	
Fay to send more detailed coaching plan to the committee	
Daron to get equipment insurance quote	